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REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION  
TITLE 1, PERSONAL PROPERTY MANAGEMENT

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To: Heads of Federal Agencies

1. Material Transmitted

Transmitted herewith are added Part 3, Chapter V, and revised page 11 and new page 11a of the Table of Contents, Title 1, Personal Property Management, Regulations of the General Services Administration.

2. Nature of Revision

Part 3 governs the establishment and operation of interagency motor pools and systems, in accordance with Public Law 766, 83d Congress.

3. Page Changes

Remove

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Page 11 (3-1-55)

Insert

GSA Reg. 1-V-301.01  
(6-28-55)

through

GSA Reg. 1-V-901.01  
(6-28-55)

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Pages 11 and 11a  
(6-28-55)

4. Effective Date

This Part shall become effective August 15, 1955.

  
EDMUND F. MANSURE  
Administrator

Attachments

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### PART 3 INTERAGENCY MOTOR VEHICLE POOLS AND SYSTEMS

#### SECTION 301.00 GENERAL

**301.01 Scope.** This Part prescribes policies and procedures governing the establishment and operation of interagency motor vehicle pools and systems (hereinafter referred to in this Part as motor pool systems). It also provides for the curtailment or discontinuance of any motor pool system which does not show an actual saving.

**301.02 Authority.** Public Law 766, 83d Congress, requires that the Administrator will, to the extent that he determines that so doing is advantageous to the Government in terms of economy, efficiency, or service, after consultation with, and with due regard to the program activities of the agencies concerned, (1) consolidate, take over, acquire, or arrange for the operation by any executive agency of, motor vehicles and other related equipment and supplies for the purpose of establishing motor pool systems to serve the needs of executive agencies; and (2) provide for the establishment, maintenance, and operation (including servicing and storage) of motor vehicle pool systems for transportation of property or passengers, and for furnishing such motor vehicle and related services to executive agencies. The exercise of this authority is subject to regulations issued by the President, which are set forth in Executive Order 10579.

Such motor vehicle services may be furnished, as determined by the Administrator, through the use, under rental or other arrangements, of motor vehicles of private fleet operators, taxicab companies, local or interstate common carriers, or Government-owned motor vehicles, or combinations thereof.

**301.03 Applicability.** The regulations in this Part apply to all agencies of the Federal Government to the extent provided in the Act.

**301.04 Financing.** Public Law 766, 83d Congress, provides that the General Supply Fund, provided for in section 109 of the Act, shall be available for use by or under the direction and control of the Administrator for paying all elements of cost incident to the establishment, maintenance, and operation of motor pool systems.

When an agency other than the Administration operates a motor pool system, the financing and accounting methods shall be developed by the Administration in cooperation with the agencies concerned.

**301.05 Optional Operations.** Nothing in this Part shall preclude the establishment or operation of motor pool systems by the Administration or by other agencies which are to be operated on the basis of optional use by executive or other agencies under arrangements worked out between the agencies concerned and the Administration.

**301.06 Agency Compliance.** Failure to comply with the regulations in this Part or with the standard operating procedures issued in connection with the operation of a motor pool system will be reported by the Administrator to the head of the agency concerned, with a request for immediate correction.

## SECTION 302.00 CONDUCT OF STUDIES

**302.01 General.** The Administration will conduct studies of the operation and costs of motor vehicles and motor vehicle services in selected areas to determine the advisability of establishing motor pool systems.

**302.02 Notice of Intention to Begin a Study.** When the Administrator, after preliminary investigations, has ascertained that the possibilities of economies to be derived from establishing a motor pool system in a specific area warrant further investigation and study, he will notify the head of each agency concerned, or his designee, at least 30 days in advance, of the intent to make a study to develop data and justification as to the advisability of establishing such a motor pool system. The notification, in writing, will include:

- a. The approximate geographical area to be served by the system; and
- b. The date on which the study will begin.

**302.03 Agency Cooperation.** As provided by Executive Order 10579, the head of each executive agency receiving notice that a study is to be made will designate one or more officials in the field with whom members of the Administration staff may consult and who will furnish needed information and assistance to the Administration staff, including reasonable opportunities to observe motor vehicle operations and facilities and to examine pertinent cost and other records. Such information shall cover the inventory, management, operation, maintenance, and storage of motor vehicles, and motor vehicle facilities and services in the area, including location, use, need, and cost thereof, and personnel involved.

In the absence of record information, agencies shall prepare estimates. The Administration will assist in preparing agency estimates, if requested. If the agency fails to make such estimates, the Administration will prepare them.

## SECTION 303.00 DETERMINATIONS

**303.01 General.** Based on the studies provided by section 302.00 of this Part, the Administrator, with the assistance of the affected agencies or subdivisions thereof, will develop necessary data and cost statistics for use in determining the feasibility of establishing a motor pool system in the area studied.

- a. If the Administrator determines that a motor pool system shall be established, he will prepare a formal determination to that effect.
- b. In the event the Administrator decides that the establishment of a motor pool system is not feasible, the head of each agency concerned will be so notified.

In the making of determinations for the establishment of motor pool systems, the Administrator will, to the extent consistent with the provisions of section 1(b) of Executive Order 10579, observe the policies outlined in Bureau of the Budget Bulletin No. 55-4 for the utilization of commercial facilities.

**303.02 Content.** Each determination to establish a motor pool system will include:

- a. A description of the proposed operation, including a statement of the types of service and of the geographic area, and the agencies or parts of agencies to be served;
- b. The name of the executive agency designated to be responsible for operating the motor pool system, and the reason for such designation; and
- c. A statement indicating the motor vehicles and related equipment and supplies to be transferred and the amount of reimbursement, if any, to be made therefor.

**303.03 Justification.** Each determination will be accompanied by an analytical justification which will include a comparison of estimated costs of the present and proposed methods of operation, an estimate of the savings to be realized through the establishment of the proposed motor pool system, a description of the alternatives considered in making the determination, a statement concerning the availability of privately owned facilities and equipment, and the feasibility and estimated cost (immediate and long-term) of using such facilities and equipment.

**303.04 Records, Facilities, Personnel, and Appropriations.** Whenever a determination is made to establish a motor pool system, the Administration, with the assistance of the affected agencies, will prepare and present to the Director of the Bureau of the Budget a schedule of such records, facilities, personnel, and appropriations, if any, as are proposed for transfer

to the motor pool system. The Director of the Bureau of the Budget will determine the records, facilities, personnel, and appropriations, if any, to be transferred.

303.05 Notification. The Administrator will furnish a copy of each determination, with a copy of the schedule of proposed transfer of records, facilities, personnel, and appropriations, to the Director of the Bureau of the Budget, and to each agency affected.

303.06 Effective Date for Establishing a Motor Pool System. Unless a longer time is allowed therein, any determination made by the Administrator shall become binding on all affected executive agencies 45 days after the issuance thereof except with respect to any agency which appeals or requests an exemption from any such determination in accordance with subsection 303.07 below.

303.07 Review of Contested Determinations. Any executive agency may appeal or request exemption from any or all proposals affecting it which are contained in a determination. Appeals shall be submitted in writing within 45 days from the date of the determination to the Director of the Bureau of the Budget, with a copy to the Administrator. Such appeals shall be accompanied by factual and objective supporting data and justification.

The Director of the Bureau of the Budget will review any determination from which an executive agency has appealed and will make a final decision on such appeal. The Director of the Bureau of the Budget will make such decisions within 75 days after he receives the appeal, or as soon thereafter as practicable, on the basis of information contained in the Administrator's determination, the executive agencies' appeals therefrom, and any supplementary data submitted by the Administrator and the contesting agencies. The Director of the Bureau of the Budget will send copies of decisions to the Administrator and to the heads of other executive agencies concerned.

The decision of the Director of the Bureau of the Budget upon each appeal, if he holds that the determination shall apply in whole or in part to the appealing agency, will state the extent to which the determination applies and the effective date of its application. To the extent that the decision on an appeal does not uphold the Administrator's determination, such determination will be of no force and effect.

## SECTION 304.00 MOTOR VEHICLES EXEMPT

**304.01 General.** Except as provided in this section, all Government motor vehicles acquired for official purposes which are stored, garaged, or operated within the boundaries of a motor pool system shall be consolidated into and operated under the control of such system.

**304.02 Unlimited Exemptions.** Unlimited exemptions from inclusion in a motor pool system are granted to the specific organizational units or activities of the Federal agencies listed below:

- a. **Law Enforcement, Security, and Investigative Vehicles.** Any motor vehicles regularly used by an agency in the performance of investigative, law enforcement, or intelligence duties if the head of such agency determines, in writing, a copy of which shall be forwarded to the Administrator, that the exclusive control of such vehicle is essential to the effective performance of such duties: Provided, That vehicles regularly used for common administrative purposes not directly connected with the performance of law enforcement, investigative, or intelligence duties shall not, because of such use, be exempt from such inclusion.
- b. **Department of Defense.** Motor vehicles designed or used for military field training, combat, or tactical purposes, or used principally within the confines of a regularly established military post, camp, or depot.
- c. Any motor vehicle, the conspicuous identification of which as a Government vehicle would interfere with the purpose for which it is acquired and used, when such motor vehicle has been exempted from the display of conspicuous identification by the Administrator.
- d. Unless inclusion is mutually agreed upon by the Administrator and the head of the agency concerned:
  1. Motor vehicles for the use of the heads of the executive agencies, ambassadors, ministers, charges d'affaires, and other principal diplomatic and consular officials.
  2. Motor vehicles regularly and principally used for the transportation of diplomats and representatives of foreign countries or by officers of the Department of State for the conduct of official business with representatives of foreign countries.
  3. Motor vehicles regularly used by the Post Office Department for the distribution and transportation of mails.

**304.03 Limited Exemptions.** The Administrator may exempt those vehicles which, because of their design or the special purposes for which they are used, or for other reasons, cannot advantageously be incorporated in



a motor pool system if the exemption thereof has been mutually agreed upon by the Administrator and the head of the executive agency concerned. Such limited exemption will normally be restricted to:

- a. Special-Purpose or Special-Use Motor Equipment. Motor vehicles acquired for special purposes and which, because of special design, use, or fixed special equipment, cannot advantageously be included in a consolidated operation. Such vehicles may include fire trucks, transit mix trucks, pole trailers, dollies, cable reels, trailer coaches; trucks with mounted equipment, such as air compressors, cranes, line maintenance equipment, snow removal equipment, and bi-tuminous carrying equipment; and other similar equipment.
- b. Motor Vehicles Operated Outside the Pool Area. Motor vehicles which are operated almost entirely outside the geographical area of an established motor pool system, which are occasionally operated within the area for trips of field employees to and from headquarters located within the area, but are not used for other transportation purposes within such area.

## SECTION 305.00 ESTABLISHMENT, MODIFICATION, AND DISCONTINUANCE

305.01 General. Motor pool systems established under this section will provide for furnishing motor vehicles or motor vehicle services for the transportation of personnel and property, and for furnishing services related thereto, to executive agencies. So far as practicable, such services will be furnished also to any Federal agency, mixed ownership corporation, or the District of Columbia, upon its request. Such services may be furnished, as determined by the Administrator, through the use, under rental or other arrangements, of motor vehicles of private fleet operators, taxicab companies, local or interstate common carriers, or Government-owned motor vehicles, or combinations thereof.

305.02 Notice of Establishment of a Motor Pool System. The Administration will inform each affected agency of the time schedule for establishment of a motor pool system and of the agency's responsibility for transferring personnel, motor vehicles, maintenance, storage, and service facilities, and other involved property. Provision will be made for meetings at the local level between the agencies concerned and the agency responsible for operating the motor pool system in order to work out any problems pertaining to establishing and operating the motor pool system.

305.03 Transfers to the Motor Pool. All Government-owned motor vehicles acquired by executive agencies for official purposes which are operated, stored, or garaged within the designated area of a motor pool system (except those specifically exempt by section 304.00 of this Part, or by the determination of the Administrator, or by the decision of the Director of the Bureau of the Budget), and other related equipment and supplies shall, when requested by the Administrator in accordance with a determination, be transferred to the control and responsibility of the motor pool system. Facilities, personnel, records, and appropriations, as determined by the Director of the Bureau of the Budget pursuant to subsection 303.04 of this Part, shall be included in the transfer.

305.04 Discontinuance or Curtailment of Service.

- a. If, during any reasonable period, not exceeding two successive fiscal years, no actual savings are realized from the operation of any motor pool system established hereunder, the Administrator will discontinue the motor pool system concerned.
- b. The Administrator may discontinue or curtail a motor pool system when he determines that it is not the most economical method of rendering required motor-vehicle service; but he shall give at least 60 days notice of such intention to executive agencies affected and to the Director of the Bureau of the Budget before taking such action.
- c. Executive agencies affected by a motor pool system for which the Administrator is responsible (including motor pool systems operated by another executive agency designated by the Administrator) may bring problems of service and cost to the attention of the Administrator, who will assure that such problems receive proper attention.

- d. Executive agencies receiving motor-vehicle services from a motor pool system under this Part may request discontinuance or curtailment of their participation in such system after at least one year of participation or in the event that the need for the services from the motor pool system ceases. Such requests shall be submitted to the Administrator with pertinent factual justification.
- e. If the Administrator does not agree with such request and is unable to make arrangements which are mutually acceptable to him and to the head of the executive agency concerned, the agency's request for discontinuance or modification and the Administrator's reasons for not agreeing with the request will be forwarded to the Director of the Bureau of the Budget, who will be responsible for making a final and binding decision.
- f. When a motor pool system is discontinued or curtailed, such transfers of vehicles and related equipment and supplies, personnel, records, facilities, and funds as may be appropriate will be made, subject to the approval of the Director of the Bureau of the Budget.

## SECTION 306.00 SERVICES

**306.01 General.** This section defines the motor vehicles, motor-vehicle transportation services, and related services which will be provided by interagency motor pool systems to meet efficiently the authorized requirements of the participating agencies for local transportation of Government personnel and property. Such services may be furnished, as determined by the Administrator, through the use, under rental or other arrangements, of motor vehicles or facilities of private fleet operators, taxicab companies, local or interstate common carriers, or of the Government, or combinations thereof.

The agency responsible for the operation of the motor pool system shall advise fully all activities concerned as to the services available, the methods and procedures to be followed in obtaining and paying for services, and shall give ample notice of any changes therein.

**306.02 Services Available.** Motor pool system services will be available normally, as justified by the work requirement of the using agencies, as follows:

- a. Indefinite assignment of a motor vehicle or vehicles.
- b. Trip or daily basis with a driver.
- c. Trip or daily basis without a driver.
- d. Shuttle run or similar services.
- e. Taxi service.
- f. Bus or transit service.
- g. Use of rental vehicles.
- h. Other related services, including servicing and storage.

**306.03 Obtaining Service.** Agencies or activities having need for such services shall, prior to the beginning of each quarter or such longer period as may be mutually agreed upon, submit to the motor pool system a written estimate, in duplicate, of their requirements for such period. Each estimate shall indicate the type or types of services and the approximate number of vehicles to be required, and identify the person or persons authorized to request such services within the limitation of the estimate.

Agencies or activities having seasonal or unusual requirements for motor vehicles or motor vehicle services shall inform the motor pool system thereof as far in advance as possible. Normally, such advice shall be given not less than three months in advance of the need.

GSA Reg. 1-V-306.04  
(6-28-55)

306.04 Rental Rates. Payment for motor vehicle services or use of motor vehicles by requisitioning agencies served by a motor pool system shall be at prices fixed by the Administration, at levels which will recover all applicable elements of cost. The purchase price of motor vehicles and related equipment shall be recovered only through charges for the cost of amortization. All such costs shall be determined in accordance with the accrual accounting method.

Rates for motor vehicles or transportation services will be developed separately for each motor pool system. Such rates will reflect equitably the differentials in the operating cost of various types and classes of vehicles, and of different types of vehicle transportation services. Rates will be reviewed semiannually (July 1 and January 1) to determine that reimbursement therefrom is sufficient to recover applicable costs, that rates for types and classes of vehicles or services are equitable, and that such rates do not develop reimbursement substantially in excess of costs.

Rates or revisions thereto shall be published currently by the agency operating the motor pool system and made available to all using activities.

306.05 Billing. The using agency will be billed for services provided for under this Part.

SECTION 307.00 OFFICIAL USE

**307.01 Scope.** This section prescribes the requirements governing the use of Government motor vehicles acquired for official purposes and operated by a motor pool system established in accordance with this Part.

**307.02 General Requirements.**

- a. It is the responsibility of every official concerned with the use or control of a motor vehicle furnished by a motor pool system to assure that all employees under his supervision who operate or use such a vehicle are fully acquainted with the requirements of this section.
- b. Every civilian employee seeking to drive a motor vehicle controlled by a motor pool system shall be required to have a State, District of Columbia, or Territory operator's permit for the type of vehicle to be operated, issued for the area in which the employee is principally employed or in which he lives; and such Federal operator's permit as may be required by regulations of the Civil Service Commission.

**307.03 Unauthorized Use.** Officers and employees of the Government shall use Government-owned or leased vehicles for official purposes only. In this respect, "official purposes" does not include transportation of an officer or employee between his place of residence and place of employment, unless authorized by, and approved in writing by the head of his agency in accordance with the provisions of 5 U.S.C. 78(c)(2), or other applicable law. A copy of any such approval shall be furnished the motor pool system. Officers and employees entrusted with motor vehicles are responsible at all times for the proper care, operation, maintenance, and protection of the vehicle. Any officer or employee who willfully uses or authorizes the use of such vehicle for other than official purposes is subject to suspension or removal from office by the head of his agency.

**307.04 Violations.** When a violation of the provisions of subsection 307.03 above comes to the attention of the agency operating the motor pool system, such agency shall advise the official in charge of the local office of the agency involved; and a report thereof shall be furnished the General Services Administration, Federal Supply Service, Motor Equipment Division, Washington 25, D. C.

If the violation is repeated or involves the official in charge of the local office of an agency, a full statement of all the known facts shall be forwarded to the General Services Administration, Federal Supply Service, Motor Equipment Division, Washington 25, D. C., for transmission to the headquarters office of the agency concerned.

The head of each agency shall be responsible for investigating reports of unofficial use of motor vehicles used by such agency and for appropriate disciplinary action.

## SECTION 308.00 CARE OF VEHICLES

**308.01 General.** Any official or employee issued a motor vehicle from a motor pool system shall be responsible for exercising reasonable diligence in the care of the vehicle at all times. Failure to take proper care of a vehicle may be considered as justification for refusal of further vehicle issuance to such official or employee after reasonable notice to the head of the local activity concerned.

**308.02 Storage.** Storage facilities which provide protection from pilferage or malicious damage shall be furnished by the using agency. In the interest of economy, open storage shall be used whenever practicable. If open storage is not obtainable, or is impractical because of weather conditions or other reasons, vehicles may be stored in garage facilities of the motor pool system or the using agency.

If an employee or official operates a vehicle pursuant to an approved request or travel authorization, he may use public garage facilities provided space under the control of the Government is not otherwise available or the use of Government garage facilities is not feasible. This shall not be construed to permit the operator of a motor pool system vehicle to store the vehicle in his personal garage, except on those infrequent occasions when a written finding that such exception is to the best interest of the Government has been made and authorized by the head of the employee's agency, or his designee; and a copy of the finding has been furnished to the local office of the agency operating the motor pool system.

Using agencies shall be responsible for storage costs for all vehicles on indefinite assignment or vehicles while on trips or otherwise temporarily stored or parked away from the regular place of storage.

**308.03 Maintenance.** To assure uninterrupted service of motor vehicles, their maintenance shall be on a scheduled basis and in accordance with instructions issued by the agency operating the motor pool system.

**308.04 Abusive Use or Negligent Damage.** Whenever a motor vehicle is damaged through abuse, negligence, misuse, or driving while under the influence of alcohol or narcotics, the agency employing the operator of the vehicle will be furnished a complete statement thereof and shall be responsible for the damage. All costs resulting from such damage will be billed to the agency employing such operator.

**308.05 Operator's Packet and Instructions.** The agency operating the motor pool system shall provide each vehicle with an operator's packet, containing:

- a. Instructions with respect to the operation and maintenance of the vehicle, including instructions for:
  1. Obtaining supplies, services, and maintenance from normal sources; and
  2. Obtaining emergency supplies, services, or repairs, with any forms necessary to obtain such emergency requirements.

- b. The telephone numbers of the responsible motor pool system employees to be called in case of accident or other emergency.
- c. Operator's Report of Motor Vehicle Accident, Standard Form 91.
- d. Statement of Witness, Standard Form 94.
- e. Employee's Notice of Injury or Occupational Disease, Form C.A. 1.
- f. Lubrication and maintenance schedule.

This packet shall be kept in a kraft envelope or similar durable container and retained in the vehicle at all times.



## SECTION 309.00 ACCIDENTS AND CLAIMS

309.01 General. Officials or employees responsible for the operation of a vehicle shall exercise every precaution to prevent accidents. In case of an accident, the employee or official concerned shall be responsible as provided for in this section.

309.02 Reporting. The official or employee to whom a vehicle is assigned, is responsible for:

- a. Reporting, within 48 hours, any accident in which the vehicle may be involved, to:
  1. The motor pool system assigning the vehicle; and
  2. His official supervisor.
- b. Reporting such accidents to State, county, or municipal authorities as required by law.

If an employee fails to report an accident, the head of his agency shall be so advised, and such failure shall be sufficient justification for suspending the right of the employee to operate or use a motor pool system vehicle.

309.03 Investigation. The agency which provides the operator for a motor vehicle that is involved in an accident shall investigate the accident, and shall furnish two copies of the complete report of the investigation to the motor pool system. The Administration may also investigate accidents involving a motor pool system vehicle.

309.04 Pecuniary Responsibility. When a motor vehicle on assignment from a motor pool system is involved in an accident, resulting in damages to property or injuries to third persons from alleged negligence of the operator, while acting within the scope of his authority, the agency responsible for the settlement of any claims arising therefrom which may be settled administratively shall be:

- a. The agency assigned the vehicle when the vehicle is operated by an employee of such agency who is not a motor pool system employee.
- b. The agency operating the motor pool when the vehicle is operated by a motor pool system employee.